

# **Shelton State Community College Adult Education Program Newsletter**



**Quarters I-IV  
January – December 2010**

**News, Events,  
Seasonal Information, and  
Activities**

## SSCC Staff Spotlight:



**Concetta Odongo** is the Director of Human Resources for Shelton State Community College in Tuscaloosa. Originally from Tuscaloosa, Odongo joined SSCC a little more than one year ago. She is a graduate of Central High School, the University of Montevallo, and Fairleigh Dickinson University where she obtained a masters degree in Corporate and Organizational Communications as well as post-graduate certification in Human Resources Management. She has also done additional graduate studies at Troy University in the area of public administration. Odongo has held the Senior Professional in Human Resources (SPHR) certification since 2006 from the Society of Human Resources Management. She has more than fifteen years of experience in Human Resources having worked in corporate human resources departments for Fortune 100 companies such as Nabisco, General Electric, and the InterContinental Hotels Group.

Odongo has served on numerous boards of directors and has extensive community service and public relations experience. She has also worked in higher education and not-for-profit/public services. Odongo was elected Member-at-Large for the Alabama Community College System Human Resources Management Association and also currently serves as the Vice President of Programs for Tuscaloosa Human Resources Professionals.

As the Director of Human Resources for Shelton State, Odongo works as a generalist responsible for the planning, implementation, and coordination of various human resources and payroll-related programs and services. This responsibility involves compliance with the personnel policies of the Alabama State Board of Education and managing the day-to-day operations of the College's Human Resources & Payroll Services Center that supports approximately 900 full and part-time employees.

Odongo agrees with American psychologist and philosopher, John Dewey, in that "The aim of education is to enable individuals to continue their education ... [and] the object and reward of learning is continued capacity for growth." She firmly believes that learning does not stop just because schooling does. She encourages everyone to get as much formal education as possible; a good education can never be taken away and opens more doors in the future.

## Student Spotlight:

**Gwen Stewart** began attending Adult Education classes at Shelton State Community College in January of 2009 through the GED Online class. Stewart never complained and put in countless hours to maintain her status in the Adult Education Program as she also worked to learn a new position at her place of employment, Easter Seals of West Alabama. She is a proud grandmother of six and balances her school work with her job responsibilities and her family time. Through the support of her husband, friends, family, and the online computer programs, Gwen has obtained her GED and a Silver Career Readiness Certificate. She continues to advance in her role as Assistant Office Manager at Easter Seals and is planning to continue her education by enrolling at Shelton State Community College to earn an Associate's Degree in Business Administration. Gwen was selected as the 2009-10



student speaker for GED graduation and is the 2009-10 recipient of the SSCC Presidential Scholarship. When asked if she had any advice to give current or future students, she said, "In regards to a GED, for those of us who are older it is never too late, but for those of you who are younger it's also never too early. I urge you to embrace the opportunity before you, leave behind what isn't helpful and bring forward with you lessons that will be the working parts of your greatest invention ever, YOUR LIFE."

## **GED Graduation at the Martin Campus and at Bibb County Correctional Facility:**

The Shelton State Community College GED Graduation ceremony was held Friday, May 14, 2010, at 6:00 PM. Over 50 graduates walked across the stage to accept their diplomas from Mark Heinrich, PhD, Shelton State Community College President. Lee Johnson, a Shelton State Community College student and the 2009 Billie Sue Brown Memorial Scholarship Recipient, sang the National Anthem and "Make Them Hear You" by Stephen Flaherty while Ms. Syble Coats, a member of the Music Faculty, played the piano. Ms. Gwen Stewart, student speaker of the 2010 GED graduation class, shared her story and brought words of encouragement to her fellow graduates. Through his commencement speech, Dr. Thomas J. Taylor, Dean of Student Services, motivated the graduates to set goals and to take advantage of opportunities. Four financial assistance awards were presented and many instructors selected students for special recognition awards. **Congratulations to the GED class of 2010.**

## **CQI graduation:**



**Kristen Bobo**, AE Site Coordinator for Tuscaloosa County and GED Online, is one of 17 graduates who completed the Shelton State Community College's Continuous Quality Initiative (CQI) training in the spring of this year. Many friendships were gained and teamwork initiatives were built. Graduation was held on Friday, April 16, and the group reunited for a cowboy/cowgirl themed lunch/update meeting on Friday, June 18.



## **New Adult Education and English as a Second Language Instructors to join our team:**



Ms. Lakessiah Mosely, Adult Education Instructor at Hale County Technology Center

Ms. Carolyn Bell, Adult Education Instructor at Woman to Woman Center



Ms. Fahmida Bratina, English as a Second Language Instructor at Davis Emerson Middle School

Ms. Nicole Dubose, Adult Education Instructor at the Center for Workforce Development



## **New AE Classes Available in Greene and Hale Counties:**

The Shelton State Adult Education Program is proud to announce the opening of two new classes in Greene and Hale counties. Greene County now has a night class on Mondays and Wednesdays from 5:00-8:00 PM at the Woman to Woman Center. In the past day classes have been held at the Hale Technology Center; we are now able to not only continue the day class but also offer a night class at this site. The day class is held Monday – Wednesday from 8:30 AM – 1:00 PM, and the night class is held Tuesdays and Wednesdays from 5:00-8:00 PM.

## **Adult Education Advisory Council:**

The program's advisory council is comprised of community leaders from the program's five county service area. The council members share their time and expertise. This year's Advisory Council includes **Isaac Atkins** (Greene County Schools), **Janet McGahey** (Tuscaloosa County, Voc. Rehab), **Lew Drummond** (Tuscaloosa, West Alabama Center for Workforce Development), **Donald Elam** (Bibb County Schools), **Linda Hardwick** (Tuscaloosa County, Alabama Employment Services), **Joyce Levey** (Tuscaloosa City Schools), **Rebecca Mims** (Tuscaloosa County Schools), **Cheryl Price** (Bibb County Correctional Facility), **William Ryan** (Hale County, AL Court System), **Frank Stegall** (Hale County Schools), **Thomas J. Taylor** (Tuscaloosa, Shelton State Community College), and **Fred Primm** (Sumter County Schools). The council was updated on the program's success prior to GED graduation on May 14, 2010 and at the annual Advisory Council meeting on November 15, 2010.

## **Alabama Adult Education System for Accountability and Performance (AAESAP) Updates:**

- We are in full swing with quarter three data. DPE raised our 2010-2011 percent of functioning level gain goal for ABE from 68% to 71.8%.
- Lisa McKnight is on the committee working with DPE and the Alabama Computer System creating a new AAESAP database. Training for the new program was available at the Summer Conference and during in-service. Phase II of the program will be launched soon. As discussed during the in-service, a student needs to pre- and post-test in a subject and make a functioning level gain in the subject before moving to the next subject.
- Enrollment Forms will be changing to accommodate the new program. The revised Enrollment Forms are dated December 2010. Please make sure the revised form is being used.
- Ms. McKnight and Ms. Denny are excited that the new program allows for three goals and core achievements. You may mark three achievements on the separation form.

## **AAESAP Reminder:**

Contact Hour Reports, Student Sign-in sheets, Update Forms, Separation Forms, and Enrollment Forms should be received by the Site Coordinator by the **3<sup>rd</sup>** of the month. Please proof the documents for accuracy and sign the Contact Hour Report.

## **Attendance Verification:**

**Candy Denny** ([candy.denny@sheltonstate.edu](mailto:candy.denny@sheltonstate.edu) / 205.391.2673) documents all attendance verification for the SSCC Adult Education Program. **Students needing enrollment/attendance verification should plan ahead.** A student must have a **Release of Information Form with the relevant recipients (parent, driver's license, court, social security, etc.) listed** before Ms. Denny can provide the attendance verification. Students should also bring with them the **Request for Enrollment /Attendance Verification Form** already filled out and signed by the instructor.

### **Drop Out Recovery Plan:**

At the end of every nine-week term, **Kay VanLuvender** from the adult education office sends high school counselors in the service area a request for information including a *Student Information Form* about each student, 17 and older, who has dropped out during the term. The counselors complete and return the form, which includes contact information, reason for dropping out, and helpful comments for recovery. Ms. VanLuvender then contacts the students and provides them with information about Adult Education classes. We appreciate all that the high school counselors do to help their students connect with our program.

In addition, the College's Director of Recruiting sends a quarterly email newsletter to all the counselors in our service area. The phone number for the Counseling Center is 205.391.2232.

### **English as a Second Language (ESL) Update:**

We currently offer ESL classes in Tuscaloosa County (Tuscaloosa's One Place and Davis Emerson Middle School). The previous Holy Spirit class site has moved locations to Davis Emerson Middle School in Cottondale to provide more space and technology for the ESL learners. The Tuscaloosa's One Place (TOP) class meets Tuesday and Thursday mornings; the Davis Emerson Middle School class meets Monday and Wednesday evenings.



The Hispanic Service Providers of West Alabama hosted the 7<sup>th</sup> Annual Hispanic Festival, **Brazos Abiertos**, on Sunday, April 18th, 2010. The event was held at Holt High School with over 500 in attendance. Over thirty profit and non-profit organizations purchased tables to present their services to the Hispanic population of West Alabama. Since Shelton State Adult Education Program is an active member of the HSP, Wynn Simmons worked the Adult Education/English as a Second Language table while Kristen Bobo and Phillip Johnson worked the event registration table. Breakout sessions were available on education, nutrition, and crime prevention for the adults. Fun activities such as the cake walk and the Book Mobile were just a few of the activities provided for the children by the Tuscaloosa Public Library. Many health services including blood pressure, blood sugar, eye care, dental care, and other screenings were offered free of cost to the participants. The event was a great success and brought valuable information to the Hispanic residents of West Alabama.

	<b>b</b>	bird	b b
	<b>c</b>	cup	c c
	<b>d</b>	dish	d d
	<b>f</b>	fish	f f
	<b>g</b>	girl	g g

## Plus Update:

PLUS Tuscaloosa is a community-wide effort using trained volunteers to teach adults to read. The program is administered and coordinated by the Shelton State Community College Adult Education Program and is funded by the Department of Postsecondary Education and by contributions from community organizations, churches, businesses, and individuals. PLUS Tuscaloosa has three goals: to raise awareness of the problem of adult functional illiteracy, to recruit and train volunteer reading tutors, and to encourage participation of those who need assistance with reading. The program needs interested adults who can read and write English well, relate with sensitivity and compassion, and demonstrate patience and perseverance. **You do not need to be a professional teacher to volunteer.**

**Plus Success Story:** Juan Peterson always had difficulties with his reading. Like so many other students from his era, he was able to play sports and was passed along in school. Later, Juan became a good brick mason, and he never felt the need to improve his reading. He and his wife had two sons, and Juan wanted to help them with their studies. It was difficult for him to read books, and he was embarrassed that he could not help them with their homework. His wife was working on a degree at the University of Alabama, and Juan felt that she was leaving him behind. She had often begged him to get his GED, but he thought he could do it on his own. When he tried to go into business for himself, he found he could not read well enough to manage his business needs. He finally made the courageous decision to call the Adult Education Program and was placed in the PLUS Program. Juan met with a tutor off and on for over two years. His reading improved, and he was finally moved to a GED class. His teachers, Carolyn Davis, Lynnie Buffer, and Pearlie Matthews worked with him, and Kathy Perren helped to get him tested. He was granted some accommodations on the GED test and passed. He and his family have moved to Kentucky where his wife has accepted a job at the University of Kentucky, and Juan is searching for a job that for once in his life is not limited to manual labor.



## Shelton State Community College GED Testing Center:

In order to better accommodate our adult education students, Shelton State opened a test center in October. **Gary Youngblood** and **Lisa McKnight** are currently offering the GED test at the C.A. Fredd Campus. GED Test Registration sessions are offered on most Tuesdays, and the test is given on Wednesdays. Students need to contact **205.391.2676** for more information and to schedule the test.

Students must attend a GED Test Registration session prior to taking the test. Test takers are required to have their driver's license or photo ID, social security card, and \$50 testing fee on the day of registration. Students who are 16 years of age are required to have a Certificate of Exemption from the school superintendent and a notarized letter from their parent/guardian. Students who are 17 are required to have an Exit interview Form from their principal and a notarized letter from their parent/guardian.



Thanks to the generosity of **Ms. Carolyn Edwards** and the C.A. Fredd Unity Center, GED test fee vouchers were available through September 30, 2010, to students who met the eligibility criteria. The voucher covered the \$50 test fee. As of October 1, 2010, the Department of Postsecondary is offering a defrayed GED test fee voucher for those students who have attended AE classes for 30 or more hours and scored 500 or more on each part of the Practice GED Test. Voucher forms are available at your GED Testing Center and on the DPE website. All forms must be submitted and approved by Phillip Johnson prior to the student signing up for the test.

## WorkKeys® Update:

Our Adult Education students continue to take advantage of the opportunity to take the WorkKeys® assessment which is available to all our Adult Education students based on a prerequisite Targeted Instruction score. Instructors help ensure that students are ready for the WorkKeys® assessment by verifying that the students have attended AT LEAST 12 hours in Adult Education classes and have passed the **WorkKeys®** Official Practice GED.

KeyTrain on-line software is available for students to use in preparation for the test, and students are encouraged to work on KeyTrain as often as possible, paying special attention to Locating Information. If students are ready to pass the GED test, they are also encouraged to take the WorkKeys® assessment. When a student has met these requirements and is ready to take the assessment, instructors send a hard copy or an email copy of the WorkKeys® Online Registration Form to Gary Youngblood ([gyoungblood@sheltonstate.edu](mailto:gyoungblood@sheltonstate.edu)). The assessment is given on Friday mornings at 8:30 and lasts until approximately 11:30. Each section of the assessment is 55 minutes. **The assessment is not given each week but is scheduled based on the number of students who need to take it.** The assessment is administered in the GED Classroom on the C.A. Fredd Campus. Students are responsible for their own transportation to the assessment.

## Alabama Career Readiness Certificate (CRC):



The Shelton State Community College Adult Education program has earned a total of 201 CRC's from July 1, 2009 - June 30, 2010. A breakdown of the CRC's earned in each category is as follows:

- ❖ CRC Breakdown:
  - Bronze 66
  - Silver 116
  - Gold 19

For the July 1, 2010-June 30, 2011 school year as of December 21, 2010, we are showing an increase from last year by achieving 111 CRC's thus far. A breakdown of the CRC's earned in each category is as follows:

- ❖ CRC Breakdown:
  - Bronze 36
  - Silver 64
  - Gold 11

## Ready To Work:

The Ready-to-work (RTW) Program is operated through the Alabama Department of Postsecondary Education division of Workforce Development. The College's **West Alabama Center for Workforce Development** will continue to provide Ready To Work (RTW) classes in Tuscaloosa County. Employment, retention, and wage gain information for all participants is tracked. The RTW program goal is successful completion of the Alabama Certified Worker examination; RTW Program participants are required to secure the Alabama Career Readiness Certificate in order to complete the program. The College's West Alabama Center for Workforce Development and Adult Education staff partner to promote the GED, CRC, and entrance into post-secondary training. During the initial Tuscaloosa County AE orientation, students are introduced to the RTW process and how they can work towards furthering their education and employability through earning an additional certificate in RTW. Students who are interested in entering the RTW Program after receiving a GED can prepare for the Alabama Industrial Development Training (AIDT) test while attending their AE class. In order to complete the AIDT Certification, an individual must complete CAT1, obtain a CRC, and master workplace modules. In the AE classes, students can accomplish two of the three AIDT requirements before ever entering RTW. The computer application training program is now available and students will be granted access during their AE orientation. AE instructors can call **George Pratt**, Assistant Director of Workforce Development, at 391.2385 to schedule a RTW class speaker, and students can be referred to him to enroll in RTW.

## Alabama GED Scholarship (AGS):

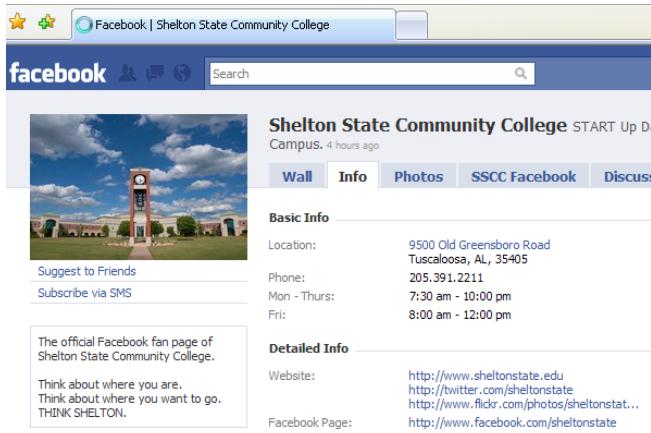
- GED recipients are eligible to participate in a tuition scholarship program. Alabama GED Scholarship (AGS) Applications may be downloaded from the Alabama Community College System web site at <http://www.accs.cc>. Click on GED, then Scholarship Application. A copy of the press release may also be viewed at this site. For additional information, contact the AE office or **Ms. Jan Rogers** in the Counseling Center.

## Shelton State Fan Page on Facebook and Twitter:

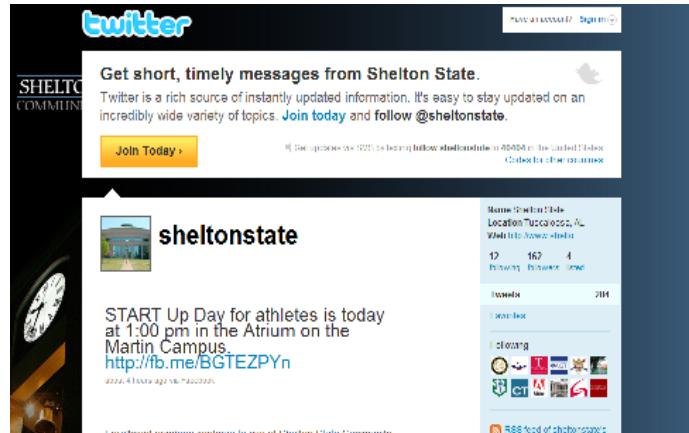
Become a fan on Facebook or a follower on Twitter to stay up to date with Shelton State Community College news. Learn about registration days, sports events, school activities, school closings, and more from your social networking website/blogging websites. Visit the following sites to stay informed.

<http://www.facebook.com/sheltonstate>

<http://www.twitter.com/sheltonstate>



The screenshot shows the official Facebook page for Shelton State Community College. It features a large image of the college's main building with a clock tower. The page title is "Shelton State Community College". A post from "START Up Day" is visible, along with tabs for "Wall", "Info", "Photos", "SSCC Facebook", and "Discuss". Below the tabs, there are sections for "Basic Info" and "Detailed Info" with contact details and links to various websites.



The screenshot shows the official Twitter page for Shelton State Community College, with the handle @sheltonstate. The bio reads: "Get short, timely messages from Shelton State. Twitter is a rich source of instantly updated information. It's easy to stay updated on an incredibly wide variety of topics. Join today and follow @sheltonstate." A "Join Today" button is present. The profile picture is the same as the Facebook page. The sidebar shows follower and following counts, and a link to the official Facebook page.

## Timesheet Reminder:

Supervisors should receive the Shelton State time sheets (and/or Time and Effort Sheets and/or Work Logs) and the Adult Education and Family Literacy Timesheet by the 12<sup>th</sup> of the month unless otherwise notified. Please proof the documents for accuracy and sign them.

## Sudoku Puzzle

4			3	2		1	
	7	3			4	5	
1			8	6	7		4
8	6			2		4	
3	7		4	9	1		
5		4	7			6	
			1		4		
5						8	2
6		8		5			

**Shelton State Community College Adult Education Program**  
**Toll Free Number: 1.877.643.3272 (1.877.6GE.DCRC)**  
**Email: [GED@sheltonstate.edu](mailto:GED@sheltonstate.edu)**